

BOARD OF REAL ESTATE WAIVER APPLICATION

LICENSURE BY WAIVER INSTRUCTIONS

- 1) Attach original Letter of Certification from all licensing jurisdictions (dated within 60 days). Get 2 copies – One for Waiver Application and one for Examination entry.
- 2) Enclose \$65 application fee (check or money order payable to DC Treasurer).
- 3) Enclose copies of continuing education certificates for courses completed in the last two years.
- 4) Enclose bio or resume.
- 5) Enclose a detailed description of the preclicensing course you took (include subject areas studied). This section does not apply to Maryland applicants.
- 6) **IMPORTANT NOTICE:** This Waiver Application applies to Maryland real estate Salespersons who were licensed prior to 1996 under the state's 45-hour preclicensing requirement and real estate agents licensed in all other states, except Virginia.

EXEMPTIONS. The waiver application does not apply to Maryland or Virginia Brokers, Virginia Salespersons, or Maryland Salespersons licensed from 1996 to present. These licensees must apply through reciprocity. First contact ASI/Promissor (888) 204-6192 to get the Step-by-Step guidelines for licensing, and the DC Real Estate Regulations to study for the DC law examination. Then contact ASI/Promissor (800) 274-2602 to schedule the exam.

Applicants may be granted a waiver of education, experience, and/or the national examination, provided the application reflects education, experience and/or examination equivalency, as defined in the DC real estate licensure law. At a minimum, Salespersons must meet DC's 60-hour preclicensing requirements (effective 9/17/99); Brokers must meet DC's 135-hour requirement (plus 2 consecutive years' Sales experience). The Board will issue a letter of direction to all waiver applicants. Approved waiver applicants must take a Board-approved DC Fair Housing course *prior* to taking the DC licensing law examination.

LICENSURE BY RECIPROCITY INSTRUCTIONS (FOR VIRGINIA AND SOME MARYLAND LICENSEES)

Reciprocity applies to Salespersons currently licensed under *Maryland or Virginia's* 60/90-hour preclicensing requirement, or Brokers licensed in either or both of these states.

- All applicants must take a Board-approved DC Fair Housing course, get their Original Letter of Certification from Maryland and/or Virginia, then call ASI/PROMISSOR on (800) 274-2602 to schedule the DC licensing law examination. A DC Legislative Update & Ethics course is recommended, but not required. Visit the Board's website (www.dcrd.dc.gov) to view the approved CE schools for the Fair Housing course.
- You can make reservations three business days prior to examination (cancel restrictions and fees may apply). ASI/PROMISSOR offers the exam twice daily, Tuesday - Saturday (except some holidays). ASI/PROMISSOR will print the license application (score report) at the test site, once you pass the exam.
- All applicants are required to take the DC law exam and must get a minimum 75 percent passing score. At the date of licensure, the original jurisdiction's national exam standards, including scoring, must have been substantially equivalent to DC's exam standards.

DC REGULATIONS AND STUDY GUIDE

Call ASI/Promissor on (888) 204-6192 to get the DC Real Estate Rules and Regulations for study materials.

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS

The renewal cycle for DC real estate licensees spans every two years on the odd years. Broker and Property Manager licenses expire on February 28 of the odd year; Salespersons licenses expire August 31 of the odd year (e.g., Brokers and Property Managers expire 2/28/2005; Sales expire 8/31/2005). Licensees are required to take 15 hours of CE coursework within each 2-year licensing cycle. Visit the Board's website to review the CE requirements for the 2003-2005 cycle (see address below). Brokers who obtain their first DC license by examination between March 1, 2003 and February 28, 2005, or Salespersons who obtain their first DC license by examination between September 1, 2003 and August 31, 2005, are exempt from taking CE courses for the remainder of that licensing cycle, **but are required to renew your license when that cycle ends.** Prohibitions for working after license expiration include heavy fines and other reprimands. All DC-licensed Salespersons must be affiliated with a DC-licensed Broker.

MAILING ADDRESS AND WEBSITE

The DC Board of Real Estate convenes the 2nd Tuesday of each month (recess August). Submit applications 30 business days prior to meetings to Schanolia Barnes, Education Specialist, DC Board of Real Estate, DCRA/OPLA, PO Box 37200, Washington, DC 20013, (202) 442-4340; fax-442-4528. Visit the DC Board of Real Estate's website (<http://www.dcrd.dc.gov>) or e-mail questions (schanolia.barnes@dc.gov).

Incomplete Applications will be returned unprocessed. Please make the \$65.00 application fee (money order or check) payable to the DC Treasurer. Mail applications to Schanolia Barnes, Education Specialist, DC Board of Real Estate, PO Box 37200, Washington, DC 20013-7200. Attach the Original Letter of License Certification from the state(s) in which you are licensed. Copies of licenses are not acceptable.

1. TYPE OF APPLICATION – Mark the type of license you wish to apply for and the type of waiver required.

APPLICATION DATE: _____

LICENSE REQUESTED

- ☐ Associate Broker (NA for VA or MD brokers)
Independent Broker (NA for VA or MD brokers)
Principal Broker (NA for VA or MD brokers)
☐ Property Manager (PM)
☐ Salesperson (SP)

WAIVER REQUESTED

- ☐ General Education
☐ Experience
☐ General Examination*

**All Board-approved Waiver Applicants must take the DC Law Examination and a DC Fair Housing course. Visit*

www.dcrd.dc.gov for a list of approved schools/courses.

2. APPLICANT'S NAME and ADDRESS

FIRST NAME

LAST NAME

MI

SUFFIX (Jr., Sr., etc.) _____

STREET ADDRESS LINE 1

STREET ADDRESS LINE 2

CITY

STATE

ZIP CODE

AREA CODE - RESIDENTIAL PHONE NUMBER

AREA CODE - RESIDENTIAL FAX NUMBER

3. EMPLOYER'S NAME and ADDRESS

EMPLOYER'S NAME

STREET ADDRESS - LINE 1

STREET ADDRESS - LINE 2

CITY

STATE

ZIP CODE

AREA CODE - BUSINESS PHONE NUMBER

AREA CODE - BUSINESS FAX NUMBER

4. LICENSING DATA - Enter the information for your **existing** license below. This should be the license you are using to apply for the waiver.

Licensing Jurisdiction: _____

Type of License: _____ License Number: _____

Date Issued: _____ Last Renewal Date: _____ License Expiration Date: _____

License Origin: _____ Examination _____ Reciprocity _____ Waiver _____

5. SCREENING QUESTIONS -- The following questions must be completed by all applicants. *If you answer "YES" to any of the questions below, please explain in Section 6.*

A.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you, your firm, or any officer of your firm if applicable, been arrested, indicted, or convicted of a crime (other than minor traffic violations)?
B.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Has any jurisdiction DENIED, SUSPENDED or REVOKED your application for licensure or informed you of any pending charges since your last renewal?
C.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you practiced real estate OR received a fee for real estate transactions in the District of Columbia in the last 2 years?

6. ADDITIONAL INFORMATION TO SUPPORT WAIVER REQUEST -- Required for any "Yes" answers in section 5.

7. AFFIDAVIT OF APPLICANT -- This form will be returned unprocessed if the form is not signed by the applicant and notarized. Keep a photocopy of this form for your records.

I, _____, being duly sworn, depose and say: That the information given in this application, including all writings and exhibits attached hereto, is true and complete.

APPLICANT'S SIGNATURE

DATE

State: _____

Subscribed and sworn to before me this _____ day of _____, _____,

Month

Year

by the affiant, who personally appeared before me.

(SEAL)

NOTARY PUBLIC'S SIGNATURE

MY COMMISSION EXPIRES

FALSE OR MISLEADING STATEMENTS WILL BE CAUSE FOR APPLICATION DENIAL OR LICENSE REVOCATION, AND
COULD BE CAUSE FOR CRIMINAL PROSECUTION PURSUANT TO DC CODE.

To report waste, fraud, or abuse by any DC Government Office or official, call the DC Inspector General at 1(800) 521-1639.